

畢業生個人資料確認作業(Graduate Profile Confirmation)

路徑：[校務資訊系統](#)(Information Service)-[資訊系統](#)(Application System)-[校務資訊系統\(學生\)](#)(InformationSystem)-[登錄](#)(log in module)-[教務登錄作業](#)(academic affairs)-[畢業生個人資料確認作業](#)(Graduate Profile Confirmation)

The screenshot shows the university's web portal. On the left, a sidebar menu has '資訊系統(Application System)' highlighted in red. Below it, '校務資訊系統(學生)(InformationSystem)' is also highlighted in red. On the right, the main menu has '中文選單 Chinese Menu' and '英文選單 English Menu'. Under '中文選單', '查詢-inquiry module' is expanded, and '登錄-log in module' is highlighted in red. Under '登錄-log in module', '教務登錄作業-academic affairs' is highlighted in red, and '畢業生個人資料確認作業(Graduate Profile Confirmation)' is highlighted in red.

畢業生個人資料確認作業(Graduate Profile Confirmation)

應屆畢業生英文姓名、電子郵件確認、畢業照片上傳作業
Graduate Profile Confirmation (check English name, e-mail, upload graduate photo)

姓名/Name :	學號/Student ID :	畢業生畢業照片上傳/Upload graduate photo :
班級/Class :	出生年月日/Date of Birth :	
身分證/ID No. :		
英文姓名/Name in English :	<input type="radio"/> 英文姓名確認/Confirm your English name : <input type="radio"/> 正確無誤/correct <input type="radio"/> 修改為/revised	
電子郵件/email :	<input type="radio"/> 電子郵件確認/Confirm your email : <input type="radio"/> 正確無誤/correct <input type="radio"/> 修改為/revised	

1. 英文版學位證書將依學生確認或修改的英文姓名製作，若已持有護照，請填同護照上英文姓名，亦請留意書寫方式（如：字母大小寫及是否有","或"-），確認送出後不得有異議。
2. 若於在學期間曾更改學籍（姓名、身分證字號或出生年月日），尚未至教務處登錄者，請同學務必立即至註冊組申請更改學籍資料。
3. 電子郵件作為郵寄數位學位證書使用。

4. 畢業生照片上傳規定，

- A、應為三個月內所照之 2 吋正面半身脫帽（不修底片光面之黑白或淺色背景之彩色相片）。
- B、不得佩戴有顏色鏡片之眼鏡且不得使用合成相片。
- C、數位相片檔案原尺寸必須符合 2 吋相片規格（1.5 英吋寬*2.0 英吋高）之灰階點白影像或高彩之彩色影像。
- D、影像解析度每吋不得少於 300 像素，檔案以 JPEG 格式儲存(檔名為學號；副檔名為 JPG)。
- E、檔案大小不得大於 1MB。

5. 以上資料確認及照片上傳僅限一次，請再次確認資料無誤後再送出。確認傳送後，若須修改，日間部同學請洽教務組註冊組，進修部同學請洽進修部教務組。

Instructions:

1. **The English degree certificate** will follow the English name confirmed or revised by the student. If you already have a passport, fill in your English name in the same capitalization, comma “,” and hyphen “-” as shown on the passport. Once confirmed and submitted, no further changes will be allowed.
2. If you have changed your student status (i.e., name, ID number, or date of birth) during **your** study at school and have not yet registered such a change with the Academic Affairs Office, immediately update your student status in the registration section.
3. Your **digital** degree certificate will be mailed to the **e-mail address** you provide.
4. Regulations on **uploading photos of graduates**:
 - A. The photo should be a 2-inch headshot without a hat, taken in three months (a black-and-white image without retouching the film or a colored photo with a light-colored background).
 - B. Glasses with colored lenses are not allowed, and synthetic photos are not allowed.
 - C. The original size of the digital photo must conform to the 2-inch photo format (1.5 inches wide * 2 inches high) grayscale dot white image or high-color colored image.
 - D. The image’s resolution shall not be less than 300 pixels per inch, and the file shall be saved in JPEG format (the file name is student number; the extension name is JPG).
 - E. The file size should not exceed 1 MB.
5. You **can** only confirm the above information and upload the photo once. Please reconfirm if the information is correct before you send it. After the submission, if daytime program students need to make modifications, please contact the Registration Section of the Office of Academic Affairs; for continuing education program students, please contact the Academic Affairs Section of the Division of the Continuing Education.